



Department of Housing and Community Development

July 16, 2008

NOTIFICATION OF VACANCY

**SENIOR POLICY ANALYST
(Policy Planning Specialist II)**

POSITION #00299

LOCATION:

**DHCD
Main Street Centre
600 East Main Street; Suite 300
Richmond, VA 23219**

HIRING RANGE:

\$50,000 - \$65,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a Senior Policy Analyst to provide technical and thorough analysis of new programs and directives as assigned to the division. Conduct research of and interpret state and federal statutes and regulations. Review and research content relevancy and prepare summarized analysis of new programs or administrative directives. Research and analyze emerging trends and stress factors for Virginia communities. Prepare departmental guidelines, directives and special communications. Track the status of division programs. Foster teamwork, communication and coordination between division office areas and programs. Coordinate division marketing efforts by developing program brochures and training materials. Serves as a point of contact for legislative issues. Interface with Department and State Government administrative personnel to provide information regarding participation in interagency and intradepartmental committees. Coordinate and complete special projects and perform other duties as assigned.

QUALIFICATIONS GUIDE:

Demonstrated ability to collect, compile and accurately analyze data; to develop comprehensive and accurate reports, summaries, briefing papers, position statements and memoranda; to research, analyze and interpret federal and state law and regulations; and to monitor proposed changes. Ability to identify issues, analyze problems, develop solutions and formulate and articulate findings and recommendations; to manage multiple assignments and organize and prioritize work; to establish and maintain effective working relationships with agency staff, state and local officials and public interest groups; and to communicate effectively both orally and in writing. Strong working knowledge of Microsoft Word, Excel, and PowerPoint software. Graduation from an accredited college or university with a degree in public administration, political science, community development or a related field is preferred or equivalent combination of training and experience. An advanced degree is preferred.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY THURSDAY, JULY 30, 2009, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.